

Long Term Care Worker Training Requirements



WHAT the Training Requirements Are

Most **newly hired** direct care workers, now called long term care (LTC) workers, must:



- **Complete 75 hours of training**
- **Become certified as home care aides**
- **Complete 12 hours of Continuing Education (CE)**



Learn more about meeting [CE requirements](#)

WHAT the 75 Hours of Training Includes

5 hours of
Orientation (2 hrs)
Safety Training (3 hrs)

Before providing care



70 hours of
Basic Training
Must include Core and
Population Specific Training

Within 120 days of hire

WHAT Makes Up the DSHS Required Orientation and Safety Training

**Orientation
(2 hrs)**



**Safety Training
(3 hrs)**

Before providing care

**Orientation
(2 hours)**

Introductory information to orient new workers to the care setting and job.

**Safety Training
(3 hrs)**

Introductory information to orient new workers to safety practices.

DSHS has approved curriculum that can be [downloaded](#) and customized to the home or facility. DSHS materials available in Chinese, Korean, Russian, Spanish and Vietnamese. You can choose to get your own materials approved instead.

WHAT Makes Up the 70 Hours of Basic Training

Core

+

Population Specific

=

**70 hours of
Basic Training**

Within 120 days

Core Basic Training

The knowledge and skills a LTC worker needs to provide personal care correctly and safely

Population Specific Basic training

Additional training on topics unique to the care needs of the population served.

On the Job Training

Additional training hours where the LTC worker demonstrates core basic training personal care skills working with a client versus in the classroom. Not required. If used, 1-12 hours can be applied towards the 70 hour requirement.

Must:

- **Add up to 70 hours**
- **Include both core and population specific training**
- **Have curriculum and instructors approved before offering training**

WHAT Other Training May be Required

- Specialty Training – required in AFHs and ALFs if any client living in the home or facility has:
 - Dementia - *Dementia Specialty*
 - A mental health diagnosis - *Mental Health Specialty*
 - A developmental disability - *Developmental Disability Specialty*
- *Nurse Delegation for Nursing Assistants Core Training*
 - Required if NAC, NAR or certified home care aide will be accepting a nurse delegated task.
- *Nurse Delegation for Nursing Assistants: Special Focus on Diabetes:*
 - Required if NAC, NAR or certified home care aide will be performing insulin injections

LTC Worker Training Requirements Summary

What	Hours	When
Orientation	2	Before providing care
Safety Training	3	Before providing care
70 hour Basic Training <ul style="list-style-type: none"> Core basic plus population specific training 	70	Within 120 days
On-the-Job Training	Not required. If used, 1-12 hours as part of core basic	Within 120 days
Home Care Aide Certification	Required of all workers not exempt from basic training	Within 150 days
Continuing Education	12 hours/year	CE deadline tied to birthday the year after becoming certified as home care aide.
Specialty Training <ul style="list-style-type: none"> Dementia Mental Health Develop. Disability 	6 4 18	AFH/ALF workers when required to meet licensing requirements
Nurse Delegation Core	9	Before accepting a nurse delegated task
Special Focus on Diabetes	3	

HOW the 75 Hour Training Relate to Home Care Aide Certification

A LTC worker must complete the 75 hours of required basic training to take the home care aide certification test.

There are several steps to home care aide certification. The certification and testing process is overseen by the Department of Health (DOH). Visit the:



[Department of Health website](#) for more information about how to apply for home care aide certification.



[Prometric website](#) to learn more about certification testing and the test application process.

WHO Must Take the 75 Hour Training

- All LTC workers:
 - In state-licensed adult family homes (AFHs)
 - In state-licensed assisted living facilities (ALFs)
 - Employed by home care agencies
- Individual providers (IPs) of home care services
- Respite care providers
- Any other direct care worker providing home or community-based services to the elderly or persons with a functional disability or developmental disability.



WHO Is Exempt From the 75 Hour Training



Modified Fundamentals of Caregiving is no longer required of credentialed LTC workers

- **Workers with the following credentials:**
 - RNs, LPNs, NACs, nurse technicians, or advanced registered nurse practitioners.
 - Certified counselors, speech language pathologists or audiologists, OTs, PTs, or a home health aide employed by a Medicare-certified home health agency.
 - A person with special education training and endorsement granted by the superintendent of public instruction.
- **A LTC worker employed:**
 - Sometime between January 1, 2011 and January 6, 2012 who completes all basic training requirements in effect as of the date of hire.
 - By a community residential provider (exempt until January 2016).

WHAT Training is Required of LTC Workers EXEMPT From Basic Training

- A newly hired EXEMPT LTC worker must be oriented to his or her job, but is NOT required to complete the 5 hours of Orientation and Safety Training.
- Exempt LTC workers must complete 12 hours of Continuing Education.



Learn more about meeting [CE requirements](#)

HOW to Get LTC Workers Required Training

Option 1: Apply to offer training yourself

Learn more:



AFHs or ALFs who want to teach their on staff



Home Care Agencies who want to teach their own staff



Community instructors independent instructors wanting to teach in their community

Option 2: Use a community instructor approved to offer training



Find a DSHS approved community instructor